STATINTL **COMPUTER SERVICES REQUEST FORM** STAT

REQUESTING OFFICE	COMPONENT	
OP/CD/SRB	12760070	

REQUESTOR'S NAME		DATE 28)
		4 Aug 1971

STATINTL

SERVICE REQUESTED (use additional sheets if necessary)

1. Revise the programs that control the T/O Master File to accept as input the identification of the following new data fields:

Data Name	Record ID	Location In Record	Edit
A. Location Code	P	Item 7 - Follows MANS Code	5N or Blanks
B. Footnote Code	P	Follows Location	1 Special Char or Blank
C. Supervisor Code	P	Follows Footnote	1 Alphanumeric or Blank
D. Emergency Relocation Code	P	Follows Supervisor	1 Char = "E" or Blank
E. Position Title Suffix	P	Follows Emergency Relocator	5 Alphanumeric or Blank
F. Abbreviated ORG Title	H	Item 9 - First 5 Characters	5 Alphanumerics or Blank

2. Revise report 197 (T/O Master List) in order that it will reflect all the new data items mentioned in paragraph #1; will overflow by office and division codes with the exception of 997, 998 and 999 division codes; will be double spaced between lines of information; and, will be printed on 143, 10" x 15", two parts.

STATINTL

(cont)

TARGET DATE FOR COMPLETION	APPROVED BY	
31 Aug 71		

DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY OCS

TYPE OF REQUEST (code)		DATE RECEIVED	OCS TASK NO.

PROJECT NAME	EST. MANHOURS	SPECS RECEIVED (DATE)	REQUEST RECEIVED BY

ASSIGNED TO			

ESTIMATED COMPLETION DATE	DATE COMPLETED	ACTUAL MANHOURS

REMARKS

DATE	APPROVED BY
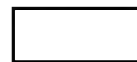
☐ Continued   STAT

3. Also, revise report 140 (Position Control Register) in order to allow the printing of additional information to current PCR's. The additional data are as follows:

A. Abbreviated Org Title in the Employee Number Column
B. Emergency Relocation Code in the PCS O/S Date (MO) column
C. Supervisor Code in the PCS O/S date (YR) column
D. Location Code in the Station Code column

(No Report Specifications Form is attached as the report format for the PCR is not changing)

STAT

Chief, Statistical Reporting Branch

Target Date: 31 August 1971

Next 3 Page(s) In Document Exempt

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER   29

REQUIREMENTS:

Write a computer program to assign 'Location' codes to positions on
the current T/O master file based on the Location code of the
incumbents in accordance with the attached specifications.

NOTE: Location codes will not be assigned to Development
Complement and Pending Reassignment

Retain the program for future use in support of the SIPS
Staffing System Conversion effort.

REMARKS:

1. Ref Conversion Numbers 13 and 28.

2. SRB/OP will write the work order (form 930)

3. The above was completed 29 Sep 1971 utilizing the T/O and
Personnel Masters as of 31 Aug. 1971.

A. positions were assigned codes based on the incumbents

B. positions with no incumbents were assigned '75013' because HQS code = 1.

C. positions were not assigned codes

positions were evaluated.

25X9

RESPONSIBLE COMPONENT   :   M&PB/OCS & SRB/OP

REQUESTED DATE   :   30 July 71

REQUESTED COMPLETION DATE:

COMPLETION DATE   :   29 Sep 1971

PROGRAM SPECIFICATIONS

REF: Staffing Conversion Number 29

Compare the Location Code of all the incumbents of a position.

A. If all are equal assign the Location code to the
position unless the following exceptions are noted:

    1. If the Location code is equal to '99999' (Undetermined)

    2. If the 'Headquarters Code' of the position is equal
to '1' (Departmental) -- the first three characters
of the country/city code must equal '750' (U.S.).

    3. If the 'Headquarters Code' of the position is equal
to '3' (Foreign Field) -- the first three characters
of the country/city code cannot equal '750' (U.S.)

B. If the position has no incumbents -

    1. and 'Headquarters Code' equals '1' (Departmental) -
assign Location code '75013' (Wash., D.C.) to the
position.

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    2. and 'Headquarters Code' equals [   ] '3'
(Foreign Field) - Do not assign a code.

C. If all incumbents country/city codes are not equal - do not
assign to the position.

D. Provide a count by Office of the Positions that have been
assigned Location Codes versus those that have not.

E. These records will then be listed on revised Report 197
(T/O Master List).

COMPUTER SERVICES REQUEST FORM

STAT

REQUESTING OFFICE	OP/CD/SRB	COMPONENT 12760070	

REQUESTOR'S NAME			DATE 4 August 1971	29 STATINTL

SERVICE REQUESTED (use additional sheets if necessary)

1. This Staffing System Conversion Requirement Number 29 has been initiated by OCS/SIPS to facilitate the assignment of location codes (country/city codes) to positions currently appearing in the T/O Master Files.

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2. A majority of the positions will be assigned the location code that the incumbents possess, but, in order to do this, it is requested that the necessary computer programs be prepared which will provide the following steps:

Compare the Location Code of all the incumbents of a position.

A. If all are equal assign the Location code to the position unless the following exceptions are noted:

    (1) If the Location code is equal to '99999' (Undetermined)

    (2) If the 'Headquarters Code' of the position is equal to '1' (Departmental) -- the first three characters of the country/city code must equal '750' (U.S.) and must match on all 5 digits for each position in order to be assigned to the position.

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TARGET DATE FOR COMPLETION 31 August 1971	APPROVED BY	

DO NOT WRITE BELOW

TYPE OF REQUEST (code)		DATE RECEIVED	OCS TASK NO.
PROJECT NAME	EST. MANHOURS	SPECS RECEIVED (DATE)	REQUEST RECEIVED BY
ASSIGNED TO			
ESTIMATED COMPLETION DATE	DATE COMPLETED		ACTUAL MANHOURS

REMARKS

	DATE	APPROVED BY	
930	OBSOLETES PREVIOUS EDITIONS	classification	COPY 1	(13-21-38)

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      (3) If the 'Headquarters Code' of the position is equal
           to '3' (Foreign Field) -- the first three characters
           of the country/city code <u>cannot</u> equal '750' (U.S.)

  B. If the position has no incumbents -

      (1) and 'Headquarters Code' equals '1' (Departmental) -
           assign Location code '75013' (Wash., D.C.) to the
           position.

      (2) and 'Headquarters Code' equals [   ] STATINTL
           (Foreign Field) - Do <u>not</u> assign a code.

  C. If all incumbents country/city codes are not equal - do <u>not</u>
     assign to the position.

  D. Provide a count by Office of the Positions that have been
     assigned Location Codes versus those that have not.

  E. These records (location codes) will then be listed on revised
     Report 197 (T/O Master List).

    3. When the location codes are assigned to the positions, based on the above
steps, the revised report 197 (T/O Master List) will be used by PMCD to review
with the Agency components in order to surface any discrepancies in the Location
codes which have been automatically assigned to positions and to determine what the
location codes are for those positions which do not have a code. When the missing
or incorrect location codes are resolved, PMCD will submit them to SRB by the use
of the new Staffing Complement Change Notice Coding Sheet, Form 1023, which will
be coded by SRB and submitted to OCS for input into the T/O Master Files.

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Chief, Statistical Reporting Branch

Target Date: 31 August 1971

BACKGROUND

The Agency currently identifies the organization hierarchial structure to seven (7) different levels. These are commonly referred to as Directorate, Office, Division, Branch, Section, Unit and Sub-Unit levels, although the DDP refers to its Divisions as being on the second or Office level.

The second and third levels, office and division respectively, are currently coded and used for report control and identifying employees with organizational elements.

Current maximum totals at each level of organization are as follows:

LEVEL	COMMON NAME	CURRENT MAXIMUM TOTAL
1	Directorate	5
2	Office	20
3	Division	27
4	Branch	34
5	Section	14
6	Unit	8
7	Sub-Unit	8

Intermediate levels, such as a Staff attached to an Office, are impossible to identify in the current system. By virtue of the design, intermediate levels must be coded as one of the established hierarchial ~~work~~ levels. This *METHOD* ~~occasionally~~ causes reports to be produced and distributed for a Staff having only six personnel assigned to it.

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SCHED	GR	TITLE	1	2	STEPS 3	4	5
GP1	1	Bookbinder	3.10	3.38	3.94	4.50	5.07
	2	Bookbinder (Jourymn)	5.63				
	3	Bookbinder (Sup)	6.21				
	4	Bookbinder Planner (Sup)	6.50				
	5	Bindery Supervisor - Night	6.80				
GP2	1	Compositor	3.10	3.38	3.95	4.51	5.08
	2	Compositor (Jourymn)	5.64				
	3	Compositor (Sup)	6.22				
	4	Composition Scheduler (Sup)	7.18				
	5	Composition Prover	6.10				
	6	Composition Supervisor - Night	7.84				
	10	Linotype Operator	3.10	3.38	3.95	4.51	5.08
	11	Linotype Operator (Jourymn)	5.64				
	12	Linotype Operator (Sup)	6.22				
	13	Linotype Oper (Pickup)	6.10				
	20	Mechanic Machinist	3.10	3.38	3.95	4.51	5.08
	21	Mechanic Machinist (Jourymn)	5.64				
	22	Electronic Mechanic	6.22				
	23	Senior Mechanic	6.51				
	30	Monotype Keyboard Oper	3.10	3.38	3.95	4.51	5.08
	31	Monotype Keyboard Oper (Jourymn)	5.64				
	32	Monotype Keyboard Oper (Repairman)	6.10				
	33	Monotype Keyboard Oper (Sup)	6.22				
	34	Monotype Planner (Sup)	6.51				
	40	Printer Proofreader	3.10	3.38	3.95	4.51	5.08
	41	Printer Proofreader (Jourymn)	5.64				
	42	Printer Proofreader (Computer)	6.10				
	43	Printer Proofreader (Sup)	6.22				
	44	Proof Cmptr Plan (Sup)	7.05				
	50	Teletypesetter Operator	3.10	3.38	3.95	4.51	5.08
	51	Teletype setter Oper (Jourymn)	5.64				
	52	Electronic Compositor	6.22				
	53	Electronic Compositor (Sup)	6.86				
	54	Elect Comp Planner (Sup)	7.18				
GP3	1	Letter Pressman	3.08	3.36	3.92	4.48	5.04
	2	Letter Pressman (Jourymn)	5.60				
	3	Letter Pressman (Spec)	6.06				

SCHED	GR	TITLE	1	2	STEPS 3	4	5
GP3	10	Offset Press Asst	3.36	3.67	4.28	4.89	5.50
	11	Offset Pressman (Jourymn)	6.11				
	12	Offset Press (Color Prover)	6.61				
	13	Offset Pressman (Sup)	6.74				
	14	Offset Pressman (Sup) Day	6.74				
	15	Offset Pressman (Sup) Night	6.74				
	16	Offset Pressman (2 Color)	6.87				
	17	Offset Pressman (2 Color) (Sup)	7.19				
	18	Offset Press Foreman	7.70				
	19	Pressroom Supervisor - Night	7.83				
GP4	1	Offset Stripper Helper	3.42	3.73	4.35	4.97	5.59
	2	Offset Stripper (Jourymn)	6.21				
	3	Offset Stripper (Color)	6.72				
	4	Offset Stripper (Sup)	6.85				
	5	Offset Strip Compositor Asst	5.90				
	6	Offset Strip (Compositor)	6.21				
	7	Offset Strip (Compositor)(Sup)	6.85				
	8	Offset Strip Plan (Sup)	7.17				
	9	Lithographic Artist (Color)	6.98				
	15	Platemaker - Stripper	3.42	3.73	4.35	4.97	5.59
	16	Platemaker - Stripper (Jourymn)	6.21				
	17	Platemaker - Stripper (Sup)	6.85				
	18	Platemaker - Strip Plan (Sup)	7.17				
GP5	1	Offset Photo Asst	3.51	3.83	4.47	5.10	5.74
	2	Offset Photographer (Jourymn)	6.38				
	3	Offset Photographer (Sup)	7.04				
	4	Offset Photographer (Color)	6.90				
	5	Offset Photographer (Color)(Sup)	7.24				
	6	Offset Photo (Planner)(Sup)	7.37				
	7	Offset Photo (Process Spec)	7.17				
	8	Offset Photo (Process Spec)(Sup)	7.50				
	9	Offset Photo (Specialist)	6.90				
	10	Offset Photog Sup - Day	8.04				
	11	Offset Photog Sup - Night	8.04				
GP6	1	Photoengraver	5.56				
GP7	1	Bindery Assistant	3.09				
	2	Bindery Assistant	3.21				
	3	Bindery Assistant	3.31				
	4	Bindery Assistant	3.40				

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3.92)

SCHED	GR	TITLE	1	2	STEPS 3	4	5
**GP8	1	Presswork Operator	2.74	2.85	2.96		
	2	Bindery Operative, Operative	3.00	3.13	3.26		
		Bindery Operative, Operative Presswork Operative					
	3	Bindery Operative, Operative Presswork Operative	3.28	3.42	3.56		
	4	Bindery Operative, Operative Presswork Operative	3.42	3.56	3.70		
	5	Operative, Presswork Operative	3.55	3.70	3.85		

** Frozen Rates
*** GP8 schedule are flat steps in each grade and are not percentages of a specific base

GRAPHICS ARTS (GA) SCHEDULE

SCHED	GR	TITLE	1	PROFICIENCY 2	3
GA1	1	Photo Engraver ETch	6.10	6.28	6.47
	2	Process Photographer	6.10	6.28	6.47
	3	Process Photographer Color	6.47	6.66	6.84
	4	Illustrator	6.47	6.66	6.84
	5	Negative Cutter	6.47	6.66	6.84
	6	Document Finishing Spec	5.92	6.10	6.28
	7	Illustrator Validation	6.53	6.73	6.92
	8	Photo Engraver Lithographer	6.53	6.73	6.92
	9	Photo Engraver Photog	6.53	6.73	6.92
GA2	1	Compositor (Design)	5.81	5.98	6.16
	2	Compositor-Plat Pressman	6.22	6.41	6.59
GA3	1	Letter Pressman	5.94	6.12	6.30
	2	Offset Pressman	6.48	6.67	6.87
	3	Offset Letter Pressman	6.93	7.14	7.35
GA4	1	Pressman (1)	6.81	7.01	7.22
GA5	1	Reproduction Tech (DS)	7.89	8.13	8.36
	2	Reproduction Tech (P)	8.22	8.47	8.71
	3	Reporduction Tech (DSW)	8.44	8.69	8.95

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MEMORANDUM FOR: Chief, M&P Branch, MSD/OCS

SUBJECT: OCS Task No. 1796 re Project 25299 PERLOC

    1.   In regard to the attachment to the subject Form 930, <u>a correction is required</u> to the special Office/Division codes and their use in selection of annuitants and civilian reservists as follows:

    (a)   98000 = CIARDS annuitant (including survivor annuitants).

    (b)   98999 = CIARDS annuitant who is also a member of the CIA Civilian Reserve.

    (c)   99999 = Civilian reservist.

    [Note: Individuals recorded under office/division code <u>98999</u> will appear on labels printed for mailings to either CIARDS annuitants <u>or</u> CIA Civilian Reservists. Responsibility for record maintenance for 98999 types will rest with Retirement Operations Branch, RAD/OP.]

    2.   This correction to the subject work order has been coordinated with and approved by [   ] C/SRB/CD/OP.

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Systems Analyst

cc: C/SRB/CD/OP